

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE,  
SIGNATURE PAGE**

Schedule Establishment	Archives #  <b>07-5</b>
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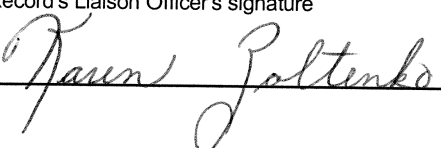
Department  TRANSPORTATION	Division:  STAFF BRANCHES	Section  CONTRACTS & MARKET ANALYSIS	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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**Records custodians**

- No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.
- It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.


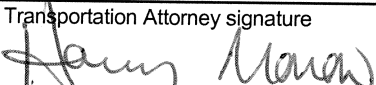
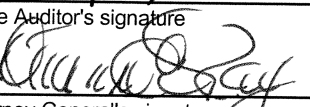
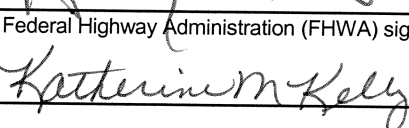
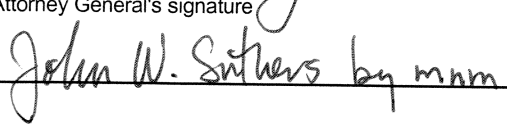
**Records officer**

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.

Record's Liaison Officer's signature 	Date <b>6/01/06</b>
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**Signatories**

I certify I have reviewed and concur with the records retention periods established on all 4 pages of this document:

State Archivist's signature 	Date <b>8/8/2006</b>	Transportation Attorney signature 	Date <b>7-6-06</b>
State Auditor's signature 	Date <b>8/10/06</b>	Federal Highway Administration (FHWA) signature 	Date <b>7-27-06</b>
Attorney General's signature 	Date <b>9/11/06</b>		
	Date		Date

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Department Transportation		Division Staff Branches	Contracts & Market Analysis	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
Item#	Description	Retention Period	Special Instructions	
1.	Engineering Estimates/Market Analysis Project File* (Secondary copy - primary copy retained in Central Files Permanently) A) Tabulation of Bids B) Project Estimate and Supporting Documentation	8 years after project closure	* Confidential Records Procedural Directive #511.1, "Security & Confidentiality of Engineers Detailed Estimates."	
2.	CDOT #66 Contractor Prequalification Agreement	6 years		
3.	CDOT #1058 Architect Engineer Prequalification	6 years		
4.	Project Plans: Advertised Set	Retain until insurance determination is made, then forward to Business & Technical Support		
5.	Bid Summary ( Secondary copy, primary copy retained in Central Files in Project File)	6 years		
6.	CDOT #1258 Pre-award Bid Preview	6 years		
7.	Bid Pack File A) Bid Announcement B) Schedule of Items C) Contract & Bond	Permanent Transfer to Central Files for Permanent Retention		
8.	Contractor Proposals and Supporting Documentation A) CDOT#85 Contract Proposal B) Proposal Guarantee (Bid Bond) C) CDOT #604 Statement of Residency for Bid Preference D) CDOT #605 Contractor's Performance Capability E) CDOT #606 Anti Collusion Affidavit F) CDOT #621 Assignment of Anti-trust Claims G) CDOT #714 Underutilized DBE Bid Conditions	Permanent Transfer to Central Files for Permanent Retention		

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Item#	Description	Retention Period	Special Instructions
8.	Contractor Proposals and Supporting Documentation (Cont.) H) CDOT #317 Certification of EEO Compliance I) Bid Schedule	Permanent Transfer to Central Files for Permanent Retention	
9.	CDOT #205 Sublet Permit Application	Permanent Transfer to Central Files for Permanent Retention	
10.	CDOT #670 Contract Award Status	3 years + current TK	
11.	CDOT #280 EEO and Labor Compliance Verification	Permanent Transfer to Central Files for Permanent Retention	
12.	CDOT #313 Consultant Performance Evaluation	6 years after project closure	
13.	Contractors Performance Evaluation File	6 years after project closure	
14.	Quality Assurance Reports and Recommendations	6 years + current	
15.	Contract & Modifications	Permanent Transfer to Central Files for Permanent Retention	

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Item#	Description	Retention Period	Special Instructions
16	<p>Engineers Estimate File A. (CDOT #1065) B. Correspondence and Supporting Documentation</p> <p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST</p>	8 years	